

Paul Memorial Library Trustees Meeting Minutes

Date: 4/6/2010

Present:

Kim Crisp, Trustee

Loren Hunt, Trustee

Win Fream, Trustee

Nancy Nightingale, Library Director

Kim Crisp called the meeting to order at 6:00PM

3/16/20 Minutes accepted.

Meeting Agenda.

1. Welcome Win

2. Confirmation of officers.

Kim Crisp, Chair

Loren Hunt, Treasurer

Win Fream, Secretary

3. Official correction of the Library Report in the Town Report

Discussion: Correct a note in the 2009 Town Library Report

Motion was made and accepted unanimously to note a correction to the 2009 town library report. The report reads that the library received a \$5000.00 grant to improve the grounds. This is not the case. Seacoast School of Technology received the grant, and has generously decided to use it on a project at the library.

4. Garden Club/ Landscaping project (tentative: Jean is trying to get garden club members to attend our meeting to discuss the SST/Timberland/T-School project. She attended the student presentations and is very excited by the project. She wants to shore up Garden Club support for it as well, so she would like members to attend so they can view the student's presentations and we can share the details of the project with them.)

5. Trees/Fence/Dave Martin

Discussion: Clean up and remove several trees from the grounds to make use of the property for a community garden and other library activities. The opportunity is to do this in-conjunction with the recent removal of the trees that blew over and the upcoming earth day event.

Motion was made and accepted unanimously to accept the \$4000.00 bid for Quality Hardwoods to remove the trees and mulch the rest of overgrown site, based on the site plan.

Action: Trustees will contact the Town regarding looking into FEMA funds or reimbursement of the costs for the removal of the trees blown over in the storm.

6. Budget Review

Discussion: We need to track and organize the library budget month to month. All trustees would like to review the budget at each trustee meeting.

Action: Find or create a budget template. Win would do this.

7. Create small Savings Account

Discussion: Create a petty cash account for the Library Director to use instead of their personal account.

Motion was made and accepted unanimously to create a petty cash account with a \$500 maximum. This would be for the Directors use. Any purchase over \$100 would need the Trustees approval.

8. Front Step Repair

Discussion: Allen Taylor had started work on the broken front steps. The Trustees had no documentation on hand for the job and requested follow up for the records.

Action: Contact Sam Taylor.

9. Basement Humidifier

Discussion: Purchasing a Humidifier for the basement. The Basement is not suitable space for anything other than storage. However the space needs to have adequate protection from the humidity to insure the items in storage are safe from deterioration or destruction.

Action: Look into a proper humidifier. Get quotes and bids for the job.

10. Community Garden

Discussion: Look at improvement to the community garden area. This will be part of the SST earth-day project. Win provided a basic site plan and will send it over to Andy at SST for review.

11. Book Bin

Discussion: Look at the costs and needs for a new book bin at the library. After discussion it was discussed that this would be looked at after we configure the plan for the addition and ADA access project.

12. By Laws

Discussion: Locate and review the library Bi-Laws.

Action: Trustees to review the Bi-laws and bring their thoughts to the next meeting.

13. Website

Discussion: Determine the need to improve, install and maintain a website for the library. All those present felt the need for a better means to communicate the library services and events above the current blog site.

Action: Win will look into creating a brief for the website needs and rough costs for implementing this project.

14. Potential Addition/Win's Concepts

Discussion: Win presented two building/ parking/ ADA ramp site plans for consideration of board. The goal is to get our ideas and needs down on paper so we can formulate a plan of action.

Action: Win to work up the plans a bit further inclusive of interior concept plans and needs for the space.

15. Trustee Conference in Portsmouth on 5/3/10

Action: Kim is going.

Next Meeting May 4th 2010.

Meeting adjourned 7:15PM